

Sign Permit Application (Temporary)

Date Received:

Job Address			Suite
Property Owner/Tenant Name			Phone
Contractor Name			Phone
Address	City/State	Zip	Alt. Phone

Describe sign _____

Square Feet _____ x _____ Total Sq Ft _____
 Time Limit for Portable and/or Banner Signs _____ Start Date _____ End Date _____

Additional Portable / Banner Sign Information

- Each tenant allowed 120 days per calendar year for portable signs. Each use requires a separate permit and fee.
- Portable signs must submit site plan with sign location for review.
- One banner allowed each time a permit is obtained and not to be used simultaneously with portable signs.
- Banner must be attached to the building.
- Each tenant allowed 60 days per calendar year for banner signs. Each use requires a separate permit and fee.
- Grand opening event may only utilize inflatable objects, pennants, flags and banner signs not to exceed 30 days.

Quantity	Description	Fee Each	Fee
	Portable Sign (Max 50 Sq Ft / Dates Required)	\$100.00	
	Horizontal Banner (Max 50 Sq Ft / Dates Required)	\$50.00	
	Vertical Banner (Freeway Max 35 Sq Ft / Non-Freeway Max 12 Sq Ft)	\$50.00	
	Weekend Builders Advertising (Fee Per Year)	\$100.00	
	Coming Soon or Now Open Banner (Max 50 Sq Ft / Dates Required)	\$30.00	
	Apartment Banner (2 Max) (Max 50 Sq Ft Each / Dates Required)	\$25.00	
	New Commercial Building (Max 100 Sq Ft / Max Height 15 Ft)	\$30.00	
	Still in Business Ground Sign (Max 35 Sq Ft / Max Height 5 Ft)	No Fee	
	Still in Business Vertical Banner (Max 26 in wide / Max Height 10 Ft)	No Fee	
	Church/Charity/Civic/Non-Profit (Dates Required)	No Fee	
	Open House / limit 5 (Dates Required)	\$10.00	
Total		\$	-

☐ Submit application and pay by cash, check or credit card in person.

☐ One time charge on my credit card. Application by fax or mail. (credit card payment form required)

Permission is hereby granted to enter the premises and make all inspections

Applicant Name (Print)	
Applicant Signature	Date:
Office Use	
Current Certificate of Occupancy for site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approval to Issue Permit	Date: